

BSA Travel Reimbursement Checklist

1. Proof of Attendance - Name badge or cert of completion by the conference
2. Flyer and Conference Itinerary
3. Per Diem if applicable
4. Receipt of Conference Registration
5. Agencia receipt for airfare
6. Hotel or Airbnb receipt (If room service was charged will need itemize receipt of the meal)
7. Meal receipts if Per Diem not applicable
8. Public transportation receipt (Lyft, Uber, Taxi)
9. If the trip was taken to a foreign country, include the bank statements showing the currency conversions to U.S. dollars; if no bank statements were provided, convert the amounts on Oanda.com and take screenshots to include to the foreign receipts